

## Importance and Key Elements of a Pool's Own Business Continuity Planning

### AGRiP Advisory Standards

AGRiP Advisory Standards are a framework for member pools to conduct a comprehensive self-assessment of internal operational procedures against industry best practices. For more information on the Advisory Standards, visit AGRiP's [website](#).

#### VII. BUSINESS CONTINUITY

The AGRiP Advisory Standards covering Business Continuity recognize the need for adequate written policies and procedures to sustain ongoing operations of the pooling organization amid a variety of threats or other business interruptions, whether the pool conducts operations in-house or contracts for services.

Standards addressed:

VII-A The pool has assessed business continuity risks and has adopted a written, all hazards business continuity plan that outlines procedures and resources needed to maintain core pool business operations and assist in recovery of full operations upon significant interruption of any sort, and which identifies alternate sources for necessary business supplies, resources and locations during a business interruption.

VII-B The business continuity plan addresses recovery of and access to critical data during a significant business interruption. Parameters are included for securing data that may be private and/or confidential during significant interruption to normal business operations.

VII-C The business continuity plan clearly defines when it will be invoked or implemented, the team responsible for implementation, how notification will be made to pool staff, service providers, and members, and who is responsible for external communications.

VII-D The pool maintains and updates contact information for vendors, members, pool board directors and staff that may need to be contacted during a major interruption to business. This contact information is accessible in electronic and paper form, maintained offsite, and accessible to multiple pool staff.

VII-E The pool has documented how its business continuity plan will be reviewed, maintained, and tested over time, and communicates relevant aspects of its business continuity plan to all staff at least annually.

VII-F The pool has adopted an emergency response plan defining procedures and actions taken immediately following a crisis event to direct people and resources away from danger, evacuate facilities, and work with first responders to ensure safety.

VII-G The pool regularly holds emergency drills and/or training sessions to ensure staff are aware of emergency response procedures.

VII-H The pool maintains all related current and former binders, correspondence, policies, endorsements and certificates for excess and/or reinsurance. If the pool uses a contracted administrator for pool management, the responsibility to maintain all related current and former binders, correspondence, policies, endorsements and certificates for excess and/or reinsurance is defined between the pool and the contracted administrator in accordance with Standard III-A: Service Provider Contracts.

## **CAJPA Accreditation**

CAJPA sponsors what is considered the nation's first risk management accreditation program. This Accreditation Program is designed to ensure quality and professional standards for all risk management pools regardless of size, scope of operation, or membership structure. The process involves a detailed program study and evaluation, committee review and issuance of a report. For more detailed information, visit CAJPA's [website](#).